

Basics of Accounting & Computer

Program Name	Accounts & Finance Management (Theory Based)		
Version No.	1 . 0	Version Update Date	18-06-2019
Pre-requisites to Training	HSC From Any Stream		
Scope of Training	<ol style="list-style-type: none"> 1. Prepare the payment voucher by verifying and validating supplier information, creating transactional documents in the correct supplier's name; determine the mode of payment and authorization from the senior/ manager regarding the same. 2. Ascertain the mode of payment (whether cash/ cheque or NEFT transaction), prepare the mode of payment by ascertaining the amount payable to the supplier and get the payment voucher authorized by the senior/ Manager. 3. Obtain the authorized payment details from the concerned person and update the voucher with payment details, like, cheque no./ NEFT transaction no, etc. 4. Prepare the receipt voucher by referring to the invoice raised on the customer, the value on the invoice, and the mode of receipt of money (cash/ bank instruments/ NEFT), generate transactional documents and get it authorized by the senior/ Manager. 5. Have thorough understanding of the accounting software used by the company. 6. Comprehend the relevance of documents, file all the documents for seamless retrieval, to maintain documents according to the accounting period, to maintain supplier/customer details and prepare statements as is needed by the organization/senior/Manager. 		
Keywords /Terms	Description		
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction of Book Keeping and Accountancy Theory Duration (HH:MM) 29:00	<ol style="list-style-type: none"> 1. Debit/Credit Transaction entries. 2. Journal Entry book 3. Maintenance of books, registers and Statement of Accounts 4. Preparation of Outstanding Reports 5. Accounts receivable/payable 6. Creation of new voucher type 7. Voucher/ cheque printing practice 8. Preparation of Reconciliation Statement 9. Sales/purchase extract; Daily balance & Transaction value. 10. Preparation of Trial balance 11. Preparation of Final Accounting 	White board, Marker, Overhead projector, Laptop, Internet access.
2	Understanding the customer Purchase order, payment terms, delivery challan and sales journal Theory Duration (HH:MM) 20:00	<ol style="list-style-type: none"> 1. Read the customer purchase order. 2. Enter details in the sales journal Make the delivery challan. 3. Describe the payment particulars. 	White board, Marker, Overhead projector, Laptop, Internet access.
3	Verification of the documents Theory Duration (HH:MM) 20:00	<ol style="list-style-type: none"> 1. Identify and understand the transaction prompting documents 2. Explaining relevance of master documents 3. Explaining the contents of these documents 4. Verify and validate correctness of documents 	White board, Marker, Overhead projector, Laptop, Internet access.
4	Preparation of Payment voucher Theory Duration (HH:MM) 20:00	<ol style="list-style-type: none"> 1. Obtain and check documents related to sale 2. Record data in the sales journal 3. Get authorisation from senior/manager Pass accounting entry in the sales journal 	White board, Marker, Overhead projector, Laptop, Internet access.
5	Preparation of mode of payment Theory Duration (HH:MM) 5:00	<ol style="list-style-type: none"> 1. Ascertaining the mode of payment 2. Preparing the mode of payment 3. Ascertaining amount payable to supplier 4. Preparing payment in favour of supplier 5. Get authorisation from senior/manager 	White board, Marker, Overhead projector, Laptop, Internet access.

6	Updating voucher with payment details Theory Duration (HH:MM) 3:00	<ol style="list-style-type: none"> 1. Obtaining payment voucher 2. Filling particulars of authorized payment 	White board, Marker, Overhead projector, Laptop, Internet access.
7	Preparing Receipt voucher Theory Duration (HH:MM) 3:00	<ol style="list-style-type: none"> 1. Raising invoice on customer 2. Verifying invoice raised on customer and its value 3. Verifying mode of invoice and value of receipt 4. Generate transactional documents 5. Get approval of transactional documents 	White board, Marker, Overhead projector, Laptop, Internet access.
8	Performing the accounting entry Theory Duration (HH:MM) 30:00	<ol style="list-style-type: none"> 1. Knowledge of accounting software used by company 2. Account updating Selecting the voucher type 3. Pass accounting entry in books of accounts 	White board, Marker, Overhead projector, Laptop, Internet access.
9	Record Keeping Theory Duration (HH:MM) 20:00	<ol style="list-style-type: none"> 1. Study and understand the relevant documents 2. Filing/storing the document for audit/future purposes 3. Maintaining the documents as per the accounting period 4. Maintain supplier details Prepare statements 	White board, Marker, Overhead projector, Laptop, Internet access.
Total Theory Duration 150:00			

Reference Books	
Name of the Book	Author Name
Accountancy	Rachna Sagar
Double Entry Book keeping	T.S Grewal
Double Entry Book-keeping	Sultan Chand
Advanced Accountancy	S.N. Maheshwari
Book keeping & Accountancy	Dr. S.M. Shukla
Double Entry Book keeping & Adjustments	Toye Adelaja
Financial management	Prassana Chandra
GST Acts, Rules and Forms with References	Ashok Batra
Students Guide to Income Tax University Edition (July 2018 Edition)	Dr. Vinod K. Singhania
Guide to GST	CA ArunKumar Gupta

Program Name	Application of Computers (Practical Based)		
Version No.	1.0	Version Update Date	18-06-2019
Pre-requisites to Training	HSC From Any Stream		
Scope of Training	<ol style="list-style-type: none"> 1. User/individual need to operate a computer and office software packages to perform day- to- day activities at workplace 2. Identification of parts of computer and storage devices 3. Operation of computers and its components 4. Use of various computer software programs and applications 		
Keywords /Terms	Description		
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.		
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.		
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Identification of various parts of computers and storage devices Practical Duration (HH:MM) 10:00	<ol style="list-style-type: none"> 1. Identify & describe various parts of computers like CPU, keyboard, monitor, etc. 2. Identify different types of e.g. portable hard disks, flash drives, pen drives and CDs/DVDs (latest removable devices) 	White board, Marker, Overhead projector, Laptop, Internet access, Computer, Computer Application Books.
2	Operation of computer and related components Practical Duration (HH:MM) 20:00	<ol style="list-style-type: none"> 1. Connect, turn on and off the computer properly and run computer applications 2. Use different input/ output devices PC5. connect and dismantle projector, cords, cables and input/output devices 	White board, Marker, Overhead projector, Laptop, Internet access, Computer, Computer Application Books.
3	Use of various computer software programs & applications Practical Duration (HH:MM) 60:00	<ol style="list-style-type: none"> 1. View files, work with files and customize window 2. Use application of essential accessories such as notepad, WordPad, paintbrush, images, calculator, calendar, media players and sounds use multimedia settings and applications of control panel 3. To create and edit official documents and reports (MS Word or equivalent) 4. To create and edit presentations (MS PowerPoint or equivalent) 5. To create, apply & modify formulas, generate reports, maintain database & compile data (MS Excel or equivalent) 6. Operate graphic packages e.g. MS Paint, PC Paintbrush etc. 	White board, Marker, Overhead projector, Laptop, Internet access, Computer, Computer Application Books.
4	Organizational Context Practical Duration (HH:MM) 60:00	<ol style="list-style-type: none"> 1. Features, applications and uses of computer software/s in use 2. Importance of speedy disposal of work with maximum accuracy 3. Use of standard operating manuals and procedures for dealing with work related to computer application 4. What records to be kept and to whom they need to be passed 5. The reporting procedure and follow up procedure if breakdown appears 	White board, Marker, Overhead projector, Laptop, Internet access, Computer, Computer Application Books.

5	Technical Knowledge Practical Duration (HH:MM) 50:00	<ol style="list-style-type: none"> 1. Scope of minor and major breakdowns 2. Methods of replenishment to run the equipment 3. The use and functionalities of various computer hardware components and software packages 4. How to use keyboard shortcuts? 5. The use of various social media platforms (Google+, Twitter, LinkedIn, Facebook) 	White board, Marker, Overhead projector, Laptop, Internet access, Computer, Computer Application Books.
Total Practical Duration 200:00 (HH:MM)			

Facility Management & Working of Co-Operative Segment

Program Name	Facility & Management & Working of Co-Operative Segment (Theory Based)		
Version No.	1. 0	Version Update Date	18-06-2019
Pre-requisites to Training	HSC from any stream		
Scope of Training	<ol style="list-style-type: none"> 1. After completing this program, participants will be able to: 2. Identify Society facility management service needs 3. Conduct preliminary inspection in society premises 4. Establish parameters for monitoring and quality of Management work into the society 		
Keywords /Terms	Description		
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.		
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.		
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Identifying Society's facility management service needs Theory Duration (HH:MM) 40:00	<ol style="list-style-type: none"> 1. Converse with members to understand the importance of facility management services of their society. 2. Capture societies specific requirements related to soft facility management services e.g. reception area should be cleaned four times during the operation hours etc. 	Class Room, Table & Chair, White board, Books.
2	Conducting preliminary inspection at Society premise Theory Duration (HH:MM) 40:00	<ol style="list-style-type: none"> 1. Take a round of society facility to inspect the condition of the premises 2. Carry out a thorough inspection of the facility assessing the requirements of various soft facility services. 3. Identify the gaps in the existing and quality soft facility management services at society premises 	Class Room, Table & Chair, White board, Books.
3	Establishing parameters for monitoring and quality of services Theory Duration (HH:MM) 40:00	<ol style="list-style-type: none"> 1. Chalk out the work to be done for effective and efficient soft service provision at client's premises 2. Identify the monitoring parameters to measure the quality and performance of soft facility management service provision 3. Discuss with the client identified monitoring and quality parameters 4. Finalize those parameters after taking the consent from the client 	Class Room, Table & Chair, White board, Books.
4	Organizational Context Theory Duration (HH:MM) 40:00	<ol style="list-style-type: none"> 1. Legislation, standards, policies, and procedures followed in the Society 2. relevant to employees, service provision and performance conditions. 3. Relevant occupational health and safety requirements applicable in the workplace 4. Facility provided by the society to the Members and its quality standards 5. What records to be kept and to whom they need to be passed 6. Society culture 7. Society's service level agreements and policies 8. Society's code of conduct 9. Society policy on documentation, reporting, etc. 10. Sources for information pertaining to employment terms, entitlements, job role and responsibilities 11. Reporting structure, inter-dependent functions, lines and procedures in the work area 	Class Room, Table & Chair, White board, Books.

5	<p>Technical Knowledge</p> <p>Theory Duration (HH:MM) 50:00</p>	<ol style="list-style-type: none"> 1) History and Movement of Co-operative Societies <ol style="list-style-type: none"> a) Governing Law b) Historical Development of Society c) Co-operative Moment in Maharashtra d) Types of Co-operative Societies e) Types of properties in India f) Classification of Co-operative Housing Societies g) Definition and types of Co-operative Housing Societies 2) Registration of Co-operative Housing Societies <ol style="list-style-type: none"> a) Registrar b) Conditions/Procedure of Registration of Co-op. Hsg. Soc. c) Evidence of Registration d) Amendment of Bye-Laws of the Co-op. Hsg. Soc. e) Procedure for Adoption of Bye-Laws f) Responsibility of Promoter immediately after the Registration of Co-op. Hsg. Soc. 3) Members and Managing Committee of Co-operative Housing Society <ol style="list-style-type: none"> a) Important Definitions b) Types of Members Power, duties & responsibilities of Members and Managing Committee c) Duties & Responsibilities of Office Bearers/Manger 4) Share Capital and Share Certificate <ol style="list-style-type: none"> a) Meaning of Shares b) Meaning of Authorised, Subscribed and paid-up Share Capital c) Share Certificate d) Provisions for issue of Share Certificate under MCS Act, 1960 e) Procedure for issue of additional Shares after adoption of New Model Bye-Laws 2014 f) Procedure for issue of Share Certificate after Redevelopment of Co-op. Hsg Soc. g) Procedure for issue of Share Certificate where loan from Financial Institutions h) Benefits of Share Certificate i) Issue of duplicate Share Certificate j) Responsibilities of Office Bearers/Manager 5) Transfer and Transmission of Membership <ol style="list-style-type: none"> a) Classes /Eligibility /Condition of Membership b) Disposal of Membership Applications and Admission of Membership c) Resignation/Expulsion/Cessation of Membership d) Responsibilities of Office Bearers/Manager 	<p>Class Room, Table & Chair, White board, Books.</p>
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<p>Total Theory Duration 210:00 (HH:MM)</p>			

REFERENCE BOOKS	
Name of the book	Author Name
History, Principles and Management in Co- operation	Prof. Kulkarni
Management of Co-op Housing Societies	Kruti Pamkar
Management of Co-op Housing Societies	Dr.Parag Saraf
Auditing	Meera Govindraj
Letter formats	Kruti Pamkar
Notice, Agenda & Minute	Kruti Pamkar
Election Rules	MCS Rules, 1961
Co-operative Act	MCS Act, 1960
Co-operative provisions	New Model Bye-Laws 2014 of Co-operative Housing Society Ltd.

Soft Skills of Communication

Program Name	Soft Skills of Communication (Practical Based)		
Version No.	1 . 0	Version Update Date	18-06-2019
Pre-requisites to Training	HSC from any stream		
Scope of training	<ol style="list-style-type: none"> 1. Communication Skills 2. Self-Management 3. Working with others 4. Dealing with customers 5. Core Skills/ Generic Skills 6. Professional Skills 		
Keywords /Terms	Description		
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.		
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Communication Skills Practical Duration (HH:MM) 30:00	<ol style="list-style-type: none"> 1. To be competent, the user/ individual must be able follow verbal and non-verbal communication etiquette while communicating in professional and public settings 2. Use active listening techniques for effective communication Active listening techniques: e.g. focus, clarifications, managing distractions, etc. 3. Communicate needs, rights, disagreements and dissatisfaction, to others in a calm, polite and positive manner. 	Class Room, Table & Chair, White board, Communication Soft Skills Books.
2	Self-Management Practical Duration (HH:MM) 5:00	<ol style="list-style-type: none"> 1. Maintain good standards of personal and professional hygiene 2. Identify, use and display good work ethics Good work ethics: honesty, integrity, punctuality, etc. 3. Develop a basic plan for achieving given tasks in the workplace. 4. Use prioritizing, scheduling and other techniques to ensure that time is used effectively and efficiently to achieve results 5. Use basic techniques to remain positive in the face of challenges and difficult circumstances 6. Use basic self-control techniques to deal with stress and anger effectively 	Class Room, Table & Chair, White board, Communication Soft Skills Books.
3	Working with others Practical Duration (HH:MM) 10:00	<ol style="list-style-type: none"> 1. Display communication and behavioral practices that respect diversity in the workplace, social and personal settings at all times 2. Display interpersonal skills that help to build effective relationships with others Interpersonal skills: respecting diversity, empathy, being flexible, helping others, humour, trust, listening, tolerance, etc. 3. Display initiative and take responsibility in work settings to achieve results 	Class Room, Table & Chair, White board, Communication Soft Skills Books.
4	Dealing with customers Practical Duration (HH:MM) 10:00	<ol style="list-style-type: none"> 1. Identify different types of customers Types: new, regular and previous. 2. Respond to different customer requests and needs in a professional manner Professional manner: timely, efficiently, effectively, politely, calmly, etc. 3. Needs: product and service, attention, respect, information, advice, etc. 	Class Room, Table & Chair, White board, Communication Soft Skills Books.

5	<p>Core Skills/ Generic Skills</p> <p>Practical Duration (HH:MM) 60:00</p>	<p>1) Writing Skills</p> <p>a) you need to know and understand how to Complete accurate work with attention to detail</p> <p>2) Reading Skills</p> <p>a) You need to know and understand how to Read instructions, guidelines, procedures, rules and service level agreements</p> <p>3) Oral Communication (Listening and Speaking skills)</p> <p>a) You need to know and understand how to Ask for clarification and advice from line managers</p> <p>b) communicate orally with colleagues</p>	<p>Class Room, Table & Chair, White board, Communication Soft Skills Books.</p>
6	<p>Professional Skills</p> <p>Practical Duration (HH:MM) 45:00</p>	<p>1) Decision Making</p> <p>a) You need to know and understand how to Make a decision on a suitable course of action</p> <p>b) Plan and Organize</p> <p>c) You need to know and understand how to plan and organize your work to achieve targets and deadlines</p> <p>d) Agree objectives and work requirements</p> <p>e) Customer Centricity</p> <p>f) You need to know and understand how to</p> <p>g) Deliver consistent and reliable service to customers</p> <p>h) Check that your own work meets customer requirements</p> <p>2) Problem Solving</p> <p>a) You need to know and understand how to Refer anomalies to the line manager</p> <p>b) Seek clarification on problems from others</p> <p>3) Analytical Thinking</p> <p>a) You need to know and understand how to provide relevant information to others Analyze needs, requirements and dependencies in order to meet your work requirements</p> <p>b) Critical Thinking</p> <p>c) You need to know and understand how to Apply judgments to different situations</p> <p>d) Attention to Detail</p> <p>e) You need to know and understand how to Check your work is complete and free from errors</p> <p>f) Get your work checked by peers</p> <p>4) Team Working</p> <p>a) You need to know and understand how to work effectively in a team environment</p>	<p>Class Room, Table & Chair, White board, Communication Soft Skills Books.</p>
<p>Total Practical Duration 160:00 (HH:MM)</p>			

Reference Books	
Name of the book	Author Name
Communication & Skills	Parveen Kumar
Soft Skills	Prof. M.S.Rao
Soft Skill & Personality Development	Prashant Sharma
Soft Skills	Meenakshi Raman & Shalini Upadhyay